
Test Procedure for

TAGGING/LABELING, DOCUMENTING, AND SHIPPING



TxDOT Designation: Tex-701-I

Effective Date: April 2008

1. SCOPE

- 1.1 Many of the test methods in this series share the same tagging, labeling, documenting, and shipping steps. This procedure details the *minimum* required steps for all test methods in the 700 series.
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2. PROCEDURES

- 2.1 Complete [Form 202](#), "Identification of Material Samples," in duplicate.
- 2.2 Place the original Form 202 in the appropriate Form 517 envelope and securely attach it to the sample. Place other required documents in appropriately sized envelopes and include them with the samples.
- 2.2.1 Use Form 517-PT (yellow) envelope to ship project-specific material samples and other samples requiring testing as high priority.
- 2.2.2 Use Form 517-QM (white) envelope to ship samples associated with quality monitoring and routine testing.
- 2.3 Ship the sample to: Texas Department of Transportation, CST/M&P, Cedar Park Campus Bldg. 51, 9500 North Lake Creek Parkway, Austin, TX 78717.
- 2.4 Retain the copy of Form 202 until CST/M&P issues a test report.
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3. ARCHIVED VERSIONS

- 3.1 Archived versions are available.